

## Execute a Contract Steps

1. Place Proposal's Work Flow Phase in "20 Execute Contract"

The screenshot shows the 'Proposal Summary' screen for 'Proposal: T1996 - SR 64'. The 'Bid Letting' is 'CT150128 - 001' with a 'Letting Date' of '01/28/2015'. On the left, there are tabs for 'General', 'Projects', 'Time', and 'Workflow'. The 'Workflow' tab is selected. In the 'Workflow' section, the 'WorkflowPhase' dropdown is set to '20 Execute contract', which is highlighted by a red arrow.

2. Change the Proposal's Letting Status to "03 –Executed." **NOTE:** This should be done at the Letting's Proposal Summary screen which will populate these fields on the Proposal's General screen.

The screenshot shows the 'Proposal Summary' screen for 'Proposal: T1996 - SR 64'. The 'Bid Letting' is 'CT150128 - 001' with a 'Letting Date' of '01/28/2015'. On the left, there are tabs for 'General', 'Projects', 'Time', and 'Workflow'. The 'General' tab is selected. In the 'General' section, the 'Proposal Letting Status' dropdown is set to '03 - Executed', which is highlighted by a red arrow. The 'Status Date' is '04/08/2015', also highlighted by a red arrow. The 'Rejected' checkbox is unchecked.

3. Navigate to the Proposal Vendor screen by following these steps.

The screenshot shows the 'Proposal Vendor' screen for 'Proposal: T1996 - SR 64'. The 'Surety Company' field is set to 'A000000000' and the 'Insurance Company' field is set to 'A000000001'. Both fields have a 'SURETY NOT REQUIRED' and 'INSURANCE NOT REQUIRED' status respectively. A red arrow points to the 'Proposal Vendors' tab in the top navigation bar.

4. Open the Awarded Vendor's Summary screen.

Proposal Vendor Summary

▼ Proposal: T1996 - SR 64

Search: atlan Advanced Showing 2 of 2

Select Vendors...

Bidders Only: No Filter Valid For Bidding: No Filter

0 marked for deletion | 0 changed

>	F550772674 - MID ATLANTIC MILLING, INC. Valid for Bidding: No	() - Valid Bid:
>	F731707896 - ATLANTIC CIVIL CONSTRUCTORS CORP Valid for Bidding: Yes	(1) - 336,489.54 Valid Bid: Yes

5. Identify the Successful Contractor's Insurance and Surety Companies in these fields on the "Vendor Summary" screen.

Proposal Vendor Summary

▼ Proposal: T1996 - SR 64

Search: Atlan Advanced Showing 2 of 2

Select Vendors...

Bidders Only: No Filter Valid For Bidding: No Filter

0 marked for deletion | 0 changed

>	F550772674 - MID ATLANTIC MILLING, INC. Valid for Bidding: No	() - Valid Bid:
>	F731707896 - ATLANTIC CIVIL CONSTRUCTORS CORP Valid for Bidding: Yes	(1) - 336,489.54 Valid Bid: Yes

Vendor ID: F731707896

Vendor Name2: ATLANTIC CIVIL CONSTRUCTORS CORP

Awarded: ☒

Valid Bid: Yes

\*Click Save and this information will pass to Site Manager and DSS with the next respective passes.

**\*Note: These are automatic System Actions not requiring further action by Contracts Staff. When these passes occur the Contract's "PASS to SIM/DSS" flag will be populated and the Dates in the "Pass to Construction" and the "Pass to BAMS/DSS" will be updated by the System.**